

AUX NEW DIRECTOR OF AUXILIARY TRAINING G-OCX
USCG AUX-01

PURPOSE: The program is designed to provide: guidance to new headquarters division officers, Directors of Auxiliary and Assistant Directors of Auxiliary to make their transition to volunteer resources coordinator easier. The primary topics will include administrative procedures and techniques stressing volunteer teamwork and practical exercises involving administrative inspections; property accounting; customer needs; listening skills; donations, gifts and grants; Auxiliary Corporations; Federal Statutes; medical claims and disability payments; assignment to duty issues; member recognition; use of INTERNET and WEBSITES for publishing information, physical capabilities; counseling skills for dealing with inappropriate behavior; physical capabilities; protocol; and safety gear. Future courses maybe nonresident INTRANET based in FY03, if not sooner.

LOCATION: RTC YORKTOWN VA SKEY: AUX1

DURATION: 4 DAYS PMIS: 501060

PREREQUISITES: Members are to have orders to duty as Director of Auxiliary (DIRAUX), Assistant Director of Auxiliary, or Auxiliary Operations Training Officer (OTO). Auxiliary Staff or specific individuals who have Auxiliary liaison responsibilities may enroll on a space available basis. Students must be on-the-job for a minimum of 3-6 months prior to engaging in this training to have maximum benefit. For others desiring to attend; all waivers for volunteer members who support the Directors of Auxiliary, must be approved by COMDT (G-OCX). Only one class convening scheduled each year. Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX..

AUX VOLUNTEER MGMT TRAINING FOR FLOTILLA COMMANDERS G-OCX
USCG AUX-02

PURPOSE: This course is designed to prepare Auxiliarists for their role as a newly elected Auxiliary volunteer office holder. The major subject areas are: Coast Guard and Auxiliary business plans, Coast Guard core values, and leadership competencies identified through an FEA, diversity management, recruiting, performance measurement criteria, leadership development, project planning skills, use of volunteers in the public sector workforce, administrative inspections, authority and jurisdiction, award and recognition procedures for volunteers.

LOCATION: COGARD TRACEN PETALUMA CA SKEY: AUX2

DURATION: 5 DAYS PMIS: 501061

PREREQUISITES: Members are to be newly elected Auxiliary flotilla commanders with less than 10 years of volunteer service. Members must have reviewed: the Auxiliary Flotilla Procedures Manual, Recruiting and Retention Guide, Auxiliary Manual, and have been a Vice Flotilla Commander for one year. Pre-reading assignments will be posted on Office of Auxiliary website minimum of sixty days prior to class convening. This course maybe broadcast over the internet with on-line registration in the future. Applicants MUST have an internet e-mail account capable

of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

AUX RECRUITING ACCESSIONS TRAINING G-OCX USCG AUX-03

PURPOSE: This course is designed to prepare Coast Guard Auxiliary personnel for their role as career counselors and recruiting assistance program managers as flotilla and division staff officers. The principal goals are to augment the Coast Guard Academy admissions office, Coast Guard Personnel Command, Office of Civilian Personnel and Coast Guard Recruiting Command.

LOCATION: COGARD
RESTRACEN YORKTOWN VA
SKEY: AUX3

DURATION: 4 DAYS PMIS:
501062

PREREQUISITES: Attendees must be Flotilla Staff Officers - Career Counselors (FSO-CC), Staff Officer - Career Counselor (SO-CC, Division Officer -Career Counselor (DSO-CC). Candidates are strongly encouraged to have e-mail with attachment capability. This course maybe broadcast over the internet with on-line registration. Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

DISTANCE EDUCATION TECHNOLOGY TRAINING (LEVEL ONE) G-OCX USCG AUX-04

PURPOSE: Provide basic level training in distance learning technology education. Students will learn about the application of technology for education for member training purposes. This course is designed to provide multimedia presentation skills for attendees. Attendees will learn about satellite, cable and terrestrial transmission and uses of the WEB/INTERNET for member training. Each attendee will qualify to use PC-conferencing equipment, develop instructional design and presentation skills, design an INTERNET website for marketing and public affairs purposes, and understand the unique skills required to conduct on-line mentoring using the World Wide Web, satellite, broadcast, or cable TV. Graduates of this course will be able to create powerful interactive courseware, design websites, and conduct PC-Video conferences using asynchronous and synchronous modes. In addition, student s will learn strategies for adapting cost effective technology solutions to everyday training, mentoring needs, as well as delivery system requirements will be explored through group discussion and lab assignments. Strategies for online training in compliance with DOT/DOD advanced distributed learning guidelines and 508

"C" Accessibility Guidelines will be a major thrust of this course. This is the first course in the Certificate program in Distance Learning Education. The other courses include AUX-08 DISTANCE EDUCATION LEARNING TECHNOLOGY (ADV LEVEL) G-OCX and AUX-05 VIRTUAL INSTRUCTOR TECHNOLOGY TRAINING (LEVEL THREE)

LOCATION: OKLAHOMA STATE UNIVERSITY SKEY: AUX4

DURATION: 4 DAYS PMIS: 501063

PREREQUISITES: Attendees must be flotilla members, reservists, active duty, or civilian employees actively involved in distance education technologies and who desire to implement e-Coast Guard and e-Auxiliary initiatives. Students will develop basic knowledge and skills in distance learning technologies for education or member training purposes. In particular, course developers for internet use or those involved in public education, public affairs/marketing, member training, or related areas with an interest in developing electronic on-line interactive courses or testing over the Internet are encouraged to attend. Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in block #22 of the Short-Term Resident Training Request prior to approval. COMDT (G-OCX) must approve all waivers for active duty, reservists or civilians. No civilian contractors are eligible to attend. Auxiliary students must be computer literate and have access to a computer with modem capable of linkage to the INTERNET. In addition, Auxiliarists must bring a recent flotilla newsletter, some member training materials, and any available pictures or artwork regarding their Flotilla suitable for use in developing a flotilla website. Multiple class convenings are scheduled per year from October to June. Individuals who have already designed a website need NOT apply, as this course is too basic for their needs. Ideal candidates are flotilla staff officers – communication services (FSO-CS) assigned as webmasters who need to be trained. Others who may benefit include: member training instructors, public education instructors, and public affairs officers. Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRAINING REQUEST TO: Send training request to Training Quota Center via FC and DIRAUX

VIRTUAL INSTRUCTOR TECHNOLOGY TRAINING (LEVEL THREE) (formerly MI/VI combined training) G-OCX
USCG AUX-05

PURPOSE: Provide training in critical skills for designing, developing and implementing effective strategies for online training in compliance with DOT/DOD advanced distributed learning guidelines and 508 "C" Accessibility Guidelines. This course is designed to prepare instructors to: manage online learning events in asynchronous and synchronous environments. Course focuses on the various tasks and roles demanded of an online instructor. The course categorizes these roles into four general areas: pedagogical, social, managerial and technical. The pedagogical function revolves around the skills associated with educational facilitation. The social function is the promotion of the friendly and flexible social environment essential to adult learners and especially to the volunteer. The managerial function involves norms in agenda setting, pacing, objective setting and decision making. The technical function depends on the instructor first becoming comfortable and proficient with the technology being used and then being able to transfer that level of comfort to the adult learner.

This course provides the following unique learning opportunities for all attendees:

Auxiliary participants will benefit by learning about leading edge recreational boating safety multimedia learning interventions thereby expanding the Coast Guard's community outreach opportunities. Online trainer certification will be explored through face-to-face training sessions. New online modules for the Internet College of the Coast Guard for the Auxiliary (ICCGA) will be examined as case studies to develop course-presentation tool skills.

Reservists will gain critical knowledge, skills and abilities in the use of adaptive technology solutions to support training and CBT delivery methods.

Civilian and Active Duty participants will benefit by the hands-on training and personal mentoring in designing and delivering OPTEMPO performance support interventions using SCORM compliant solutions.

LOCATION: COGARD TRACEN PETALUMA CA SKEY: AUX5

DURATION: 5 DAYS PMIS: 501064

PREREQUISITES: Attendees are encouraged to be Basic Instructor qualified (level I) and currently an instructor in good standing. This is the capstone course in the Certificate program in Distance Learning Education. The other courses include AUX-08 DISTANCE EDUCATION LEARNING TECHNOLOGY (ADV LEVEL) and AUX-04 DISTANCE EDUCATION TECHNOLOGY TRAINING (LEVEL ONE). All waivers, including staff of Directors of Auxiliary, must be approved by Comdt (G-OCX). Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

AUX ATON AND CHART UPDATING TRAINING G-OCX
USCG AUX-06

PURPOSE: Provide training in the fundamental operation of Federal Aids servicing by Auxiliarists, private aids to navigation program, and NOAA chart updating program.

LOCATION: COGARD RESTRACEN YORKTOWN VA SKEY: AUX6

DURATION: 4 DAYS PMIS: 501065

PREREQUISITES: Attendees must be recently assigned as Flotilla Staff Officer - ATON/CU, Staff Officer - ATON/CU, or Division Staff Officer - ATON/CU. Auxiliary members who have previously attended any Coast Guard Auxiliary "C" Schools in the past three years, or previously attended the AUX6, or not currently augmenting a District ATON Team are ineligible. This training is not refresher training. Alternative training is available through District ATON program managers. COMDT (G-OCX) must approve all waivers. Only one class convening scheduled per year. Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

AUX VOLUNTEER MANAGEMENT TRAINING FOR REAR COMMODORES AND VICE
COMMODORES
USCG AUX-07

PURPOSE: Provide training to elected Auxiliary Rear Commodores and Vice Commodores. Intensive training in Coast Guard Business Planning (RSAs), Auxiliary Business Planning techniques, interpreting financial policies, diversity goal setting and management skills, volunteer recruiting leadership skills for management of volunteers, facilitation and team building skills for board management, communications skills via INTERNET and NetMeetings, online distance education technology issues, and management of District Board and Staff functions. Skills and knowledge development in awards and recognition procedures. Applicants **MUST** have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

LOCATION: RTC YORKTOWN VA **SKEY:** AUX7

DURATION: 3 DAYS **PMIS:** 501066

PREREQUISITES: Attendees must be current Rear Commodore or Vice Commodore office holder. Auxiliary members who have previously attended as a Rear, Vice, Past-District Commodore or not currently an office holder are ineligible due to limited space. All waivers must be approved by Commandant (G-OCX). Only one class convening scheduled per year due to limited funding.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX..

AUX DISTANCE EDUCATION LEARNING TECHNOLOGY (ADV LEVEL) G-OCX
USCG AUX-08

PURPOSE: Provide advanced level training in WEB Based publishing, marketing, public affairs, public education, online member training and mentoring on-line. In addition students will learn how to apply appropriate media/tools/applications for Coast Guard and Coast Guard Auxiliary training/education/leadership development purposes. Students will learn critical skills for mentoring students over-the-INTERNET and how to apply their knowledge to reducing demand for paper based and resident training, CD-ROM development and the use of digital cameras will be utilized. Attendees will learn to how to effectively lead discussion groups over the WEB/INTERNET, and acquire project planning skills to implement WEB based training courses at Coast Guard Training Centers and in the Coast Guard Auxiliary. Strategies for online training in compliance with DOT/DOD advanced distributed learning guidelines and 508 "C" Accessibility Guidelines will be a major thrust of this course.

LOCATION: OKLAHOMA STATE UNIVERSITY STILLWATER OK **SKEY:** AUX8

DURATION: 4 DAYS **PMIS:** 501217

PREREQUISITES: Attendees must have completed USCG AUX-04 Distance Learning Technology Training. This is the second course leading to the Certificate in Distance Learning

Education. The other courses include: AUX-04 DISTANCE EDUCATION TECHNOLOGY TRAINING (LEVEL ONE) and AUX-05 VIRTUAL INSTRUCTOR TECHNOLOGY TRAINING (LEVEL THREE). Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend. One course convening each year. Auxiliary students must bring one or more of the following: a recent Auxiliary education course and exam, a sample chapter of a member training course to be presented at an Auxiliary District or National Conference or Workshop; or an active duty correspondence course from the Coast Guard Institute. Active duty, Reservists, or Civilian students must bring a sample lesson plan, draft course, or other suitable education product to work on during the course. COMDT (G-OCX) must approve all waivers and will determine in consultation with OSU what is appropriate pre-requisite material to bring to the course. One class convening is scheduled per year. Individuals who have already designed computer based courses are ineligible from attending.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

AUX DISTRICT TRAINING OFFICERS (OTO) TRAINING COURSE USCG AUX-09

PURPOSE: The program is designed to provide standardized guidance to new Auxiliary Operations Training Officer (OTO), to make their transition to a manager of volunteer resources coordinator smoother. The primary topics will include administrative procedures and techniques, management of the Boat Crew, QE program, Management of Aviation and Vessel Examination, Membership Training, Annual Workshops, security clearances, ATONS, handling surge events, and Public Education.

LOCATION: RTC YORKTOWN VA SKEY: AUX09

DURATION: 5 DAYS PMIS:

PREREQUISITES: Members are to have orders to duty as Auxiliary Operations Training Officer (OTO), Assistant Director of Auxiliary, Auxiliary Staff or specific Auxiliary liaison responsibility. Students must be on-the-job for a minimum of 3-6 months prior to training. All waivers, including staff of Directors of Auxiliary, must be approved by COMDT (G-OCX). Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend. Only one class convening scheduled each year.

SEND TRNG REQUESTS TO: Send training request to Training Quota Center via FC and DIRAUX.

INFO SYSTEMS CRITICAL PATH TRAINING COURSE USCG AUX-10

PURPOSE: This program is designed to provide new Flotilla Staff Officer-Information Systems (FSO-IS) with the knowledge, skills, and abilities (KSA) to exercise responsibility for all matters

pertaining to the collection, recording, and forwarding of the flotilla's AUXDATA information, and keep members informed of all developments in this area. Participants will be provided with the KSAs to interface with the learning management system (LMS) components of AUXDATA in support of on-line registration, tracking of member learning plans, certificate programs, CEUs, and ACE transcripts at the Flotilla-level. Participants will learn how to support members as they access Web-based, synchronous, and computer-based training. Online examination security issues, strategies for empowerment, and password protection techniques will be discussed in depth.

LOCATION: RTC YORKTOWN VA SKEY: AUX10

DURATION: 4 DAYS PMIS:

PREREQUISITES: Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

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AUX VOLUNTEER MANAGEMENT TRAINING FOR DIVISION CAPTAINS USCG AUX-11

PURPOSE: Provide training to elected Auxiliary Division Captain (DCP) in: financial policies, conference leadership, public relations, knowledge of the Auxiliary, diversity management, volunteer recruiting leadership skills for management of volunteers, facilitation and team building skills for board management, communications skills via INTERNET and NetMeeting, e-Auxiliary technology issues, and management of and Staff functions.

LOCATION: RTC YORKTOWN VA SKEY: AUX11

DURATION: 4 DAYS PMIS:

PREREQUISITES: Applicants MUST have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in Block #22 of the Short-Term Resident Training Request prior to approval. No civilian contractors are authorized to attend.

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